

Economic Growth Scrutiny Panel

Agenda
Item:
A.6

Meeting Date: 19th October 2017
Portfolio: Economy, Enterprise and Housing
Key Decision: Not Applicable
Within Policy and Budget Framework YES
Public / Private Public

Title: LOCAL LIST OF NON-DESIGNATED HERITAGE ASSETS
Report of: Corporate Director of Economic Development
Report Number: ED 35/17

Purpose / Summary:

To present the Panel with the opportunity to scrutinise and add value to the proposed focus and process underpinning the preparation of a local list of non-designated heritage assets.

Recommendations:

1. To scrutinise the content of the proposed Local List Guidance including making recommendations to improve user understanding and/or its ease of use.
2. To scrutinise the proposed process for compiling the local list including any recommendations to improve its robustness.

Tracking

Executive:	N/A
Scrutiny:	19/10/17
Council:	N/A

1. BACKGROUND

- 1.1 National planning policy advocates the establishment of a local list of non-designated heritage assets. Such a notion is also strongly championed by Historic England.
- 1.2 The Listed Buildings and Conservation Areas Act (1990) provides Councils with a duty to protect listed buildings and to formulate proposals for the preservation and enhancement of conservation areas. However, statutory listings cover buildings of regional and national importance and do not recognise buildings of local importance.
- 1.3 The local heritage asset register or the 'Local List' is a way of identifying locally and regionally important heritage assets that may not meet the strict requirements of national designations (i.e. listed buildings), but nonetheless make an important contribution to the historic environment of Carlisle District and contribute to the sense of place for local people.
- 1.4 Government policy for heritage protection is contained in the National Planning Policy Framework (NPPF). It suggests that local planning authorities should set out in their Local Plan a positive strategy for heritage assets most at risk through neglect, decay or other threats. This will recognise that heritage assets are irreplaceable and should be conserved in a manner appropriate to their significance including 'undesigned heritage assets'.
- 1.5 Heritage assets are defined by the NPPF as:

"A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)".

- 1.6 To be consistent with national policy Policy HE6 of the Carlisle District Local Plan provides policy protection for locally important heritage assets. The Policy states that:

Only in exceptional circumstances will the loss of a locally listed asset be permitted. Where this is the case the following may be required:

1. *an appropriate level of survey and recording which may also include archaeological excavation;*
2. *provision of replacement buildings of comparable quality and design; and*
3. *the salvage and reuse within the replacement development of special features.*

- 1.7 Despite the previous Local Plan having a similar policy, an actual list has never been devised. The subject matter before the Panel is therefore concerned with the introduction of such a list.

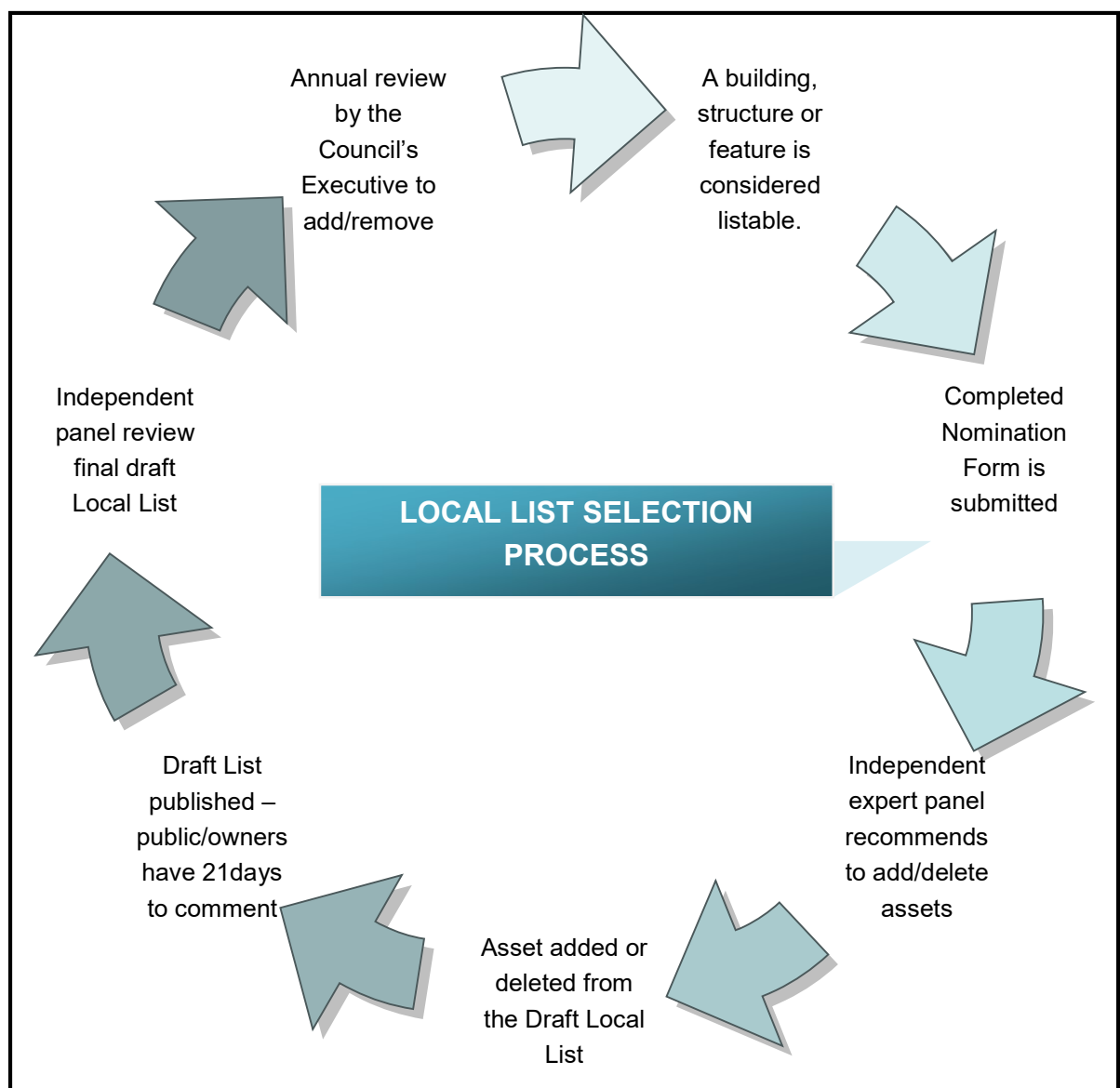
2. PROPOSAL

- 2.1 The proposed Local List is to be a register of heritage assets that have a strong local value and contribute to a community's sense of place. Importantly there is no need to add to the local list those heritage assets which already benefit from statutory protection such as listed buildings. Historic England has produced a "Good Practice Guide for Local Heritage Listing" (2012), which has been used as a framework for Carlisle City Council's approach to local listing.
- 2.2 The significance of a heritage asset can be wider than the traditional focus on historic and architectural interest and character and appearance. Assets may also gain their significance from economic, social and environmental factors, which may include culture, social history, patterns of settlement and local historic figures. Buildings on the local list may also be included on the basis that together, and sometimes alongside statutory listed heritage assets, they make a particularly strong and positive contribution to the 'townscape' character of an area.
- 2.3 The Local List ensures that those assets on it are regarded as such as a material consideration in the planning process. The City Council is therefore able to consider the scale of any harm or loss a development may cause to heritage assets and their setting. In considering planning applications a balanced judgment will be required having regard to the scale of any harm and the significance of the heritage asset. Listing can also assist grant funding applications and serve wider educational and promotional purposes.

3. THE PROCESS

- 3.1 The Council in leading on the development of an approach to local listing has worked closely over the past 12 months with partners and community members with a wide range of heritage expertise. This has included members of the Carlisle Civic Trust, representatives of Historic England, local historians or enthusiasts and local interested members of the public. This wider group has developed a set of selection criteria to assess prospective heritage asset's against. The purpose of the selection criteria is to ensure that a level of consistency is achieved across the District. Information to support nominations coming forward was also put together as well as an assessment approach.

- 3.2 To test the groups proposed way forward two pilot areas were selected with these being Denton Holme and Warwick Bridge - representing an urban and rural area. Community groups were contacted and have been involved in working with the resources and criteria developed to identify local assets that they considered worthy of nomination. The proposed nominations from both areas were reviewed by the panel of specialists with guidance from an officer from Historic England. The effectiveness of the nomination and evaluation process was determined and improved through this partnership approach.
- 3.3 The process underpinning the local list is detailed in the appended Local List pack but summarised in Figure 1 below.



- 3.4 Any member of the public is free to put forward a nomination. It is proposed that nominations will be assessed by an independent panel selected from a wide range of expertise, against the established criteria. Successful nominations will be added to the draft Local List, details of which will appear on the Council website.
- 3.5 Following the development of the draft Local List, a public engagement will take place, with owners of the proposed heritage assets and members of the public being given a final chance to review and comment on the nominated assets. If through the process there is a request against inclusion of an asset, the independent panel will make a final recommendation on whether an asset is worthy of inclusion, based on the selection criteria. The final decision regarding the local list would rest with the Council's Executive with additions and amendments to the list to be considered annually.
- 3.6 Given the resource intensive nature of compiling the list, the process has been specifically designed so that the list can be added to incrementally on an ongoing basis. It has also been designed to be community driven.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 4.1 Members of the Panel are asked to focus their attention on the appended Local List Guidance which details the proposed process for preparing a list and brings together all of the reference materials.
- 4.2 The preparation of a local list is a positive and important workstream and as such the Panel can, through scrutiny, add value to and aid the robustness of this work prior to it proceeding to the Executive for approval and its consequent implementation.

Contact Officer: Garry Legg

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**Appendices Local List of Heritage Assets Guidance
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

- **Not Applicable**

GUIDELINES:

A Local List of Heritage Assets for Carlisle District



June 2017

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Why have a Local List?

'Local heritage listing is a means for a community and a local authority to jointly identify heritage assets that are valued as distinctive elements of the local historic environment'. – Historic England (2012)

Carlisle District has a fascinating history with a wealth of historic towns and villages. We have 19 conservation areas and over 1,500 listed buildings. However, there are many other heritage assets of architectural, historic or archaeological interest throughout the District that do not meet the strict criteria for 'national designation', but nonetheless make a significant contribution to the historic environment and sense of place.

Carlisle City Council recognises the valuable contribution that these assets make to the historic environment and will work with local communities to develop a set of selection criteria to help identify these locally important heritage assets.

Local communities will be able to identify those features and assets of their local area and history that they consider to be important in providing a sense of place and are of historical significance. A Local List will help to highlight these places that are worthy of preserving when it comes to drawing up Neighbourhood Plans or when planning applications for specific sites are being considered.

What is a heritage asset?

'A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)'. - National Planning Policy Framework (2012)

'Heritage interest' refers to aspects of the historic environment that are worthy of protection for current and future generations to enjoy, due to their architectural, historic or archaeological interest.

A Local List must be taken into account in determining a planning application but does not carry as much weight as a 'designated heritage asset'. Nevertheless, they are important considerations in terms of the contribution they make to local distinctiveness and their potential importance to the local community.

Local List versus the National Heritage List for England?

The National Heritage List is maintained by Historic England (formerly English Heritage) and contains sites and structures that are considered to be of national significance and are protected either under the Planning (Listed Buildings and Conservation Areas) Act 1990 for listed buildings or under the Ancient Monuments and Archaeological Areas Act of 1979 for scheduled ancient monuments.

Anyone can apply to Historic England to have a building or site designated either as a listed building or as a scheduled ancient monument as appropriate. In addition, designed landscapes and battlefields can be registered. Comprehensive selection guides have been produced by Historic England to assess potential candidates for listing and scheduling.

Local listing is essentially a locally-managed process, through partnership between the local authority and local communities. The Local List will contain buildings and sites which are unlikely to be of sufficient significance to be included in the National List but which are considered important in defining the local character. The Local List will be updated regularly as new sites are proposed and assessed and the List will be published on the Council website.

What protection is given to assets on a Local List?

Inclusion on the Local List does not bring about any additional form of statutory protection to the asset or remove any permitted development rights. It can, however, help to influence the consideration of any planning application that may affect the significance of that heritage asset, as the local list will be a material consideration in all planning decisions.

Under the current National Planning Policy Framework (2012), the following policy will be relevant in all planning decisions:

'The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that affect directly or indirectly non designated heritage assets, a balanced judgement will be required having regards to the scale of any harm or loss and the significance of the heritage asset' – Para. 135, National Planning Policy Framework, 2012

It is hoped that inclusion on the Local List will give a sense of pride to owners and encourage them to manage their buildings sympathetically. However, owners can challenge the inclusion of a building on the basis of the adopted criteria and request its removal from the list.

Local Plan Policy HE6 – Locally Important Heritage Assets supports the development of the Local List for Carlisle.

What can be included on a Local List?

A wide range of buildings, structures and sites may be considered suitable for the list. This is a brief list of types of assets:

- *Agricultural – farms, barns, gate posts, boundary walls*
- *Commercial – pubs, shops, offices*
- *Cultural – art installations, graffiti, statues*
- *Recreational – village halls, community centres, cinemas, sports grounds, social clubs*
- *Domestic – town houses, bespoke development, designed estates*
- *Educational – schools, colleges*
- *Health – hospitals, almshouses, poorhouses*
- *Industrial – factories, warehouses, workshops, infrastructure*
- *Military – civil defence, military camps, war memorials, air raid shelters, pill boxes*
- *Religious – churches, chapels, meetings houses, memorials, crosses, tombs*
- *Transport – railway stations, signal boxes, railway bridges*
- *Ancient orchards*

This is not an exhaustive list, more potential candidates for inclusion on the Local List may emerge as nominations come forward.

Local List of Heritage Assets

Natural features and trees generally have other forms of protections such as Areas of Outstanding Natural Beauty and Sites of Special Scientific Interest designations; or in the case of trees, Tree Preservation Orders. Nominations can only be accepted if there is no other form of protection to a feature or tree that has significant historic association.

How will potential assets be assessed?

In order to assess whether a heritage asset is worthy of inclusion on the local list, the Council working with partners and community members with a wide range of heritage expertise has developed a set of selection criteria to assess prospective heritage asset's against. The purpose of the selection criteria is to ensure that a level of consistency is achieved across the District.

In order to achieve this, heritage assets have been split into three distinct groups, they are:

- *Buildings and structures;*
- *Landscape, parks and gardens; and*
- *Archaeological sites*

A number of criteria will be used to assess whether potential candidates are suitable for inclusion on the Local List. They have been based upon the themes:

- *Age and Rarity;*
- *Community and Social Value;*
- *Historic and Cultural Association;*
- *Architectural Value; and*
- *Townscape or Landscape Value.*

In addition, other factors such as the rarity of the building or site and its completeness will be taken into account.

The Full Criteria

1. Age and Rarity

Age is a significant consideration, the older the building the fewer examples of its kind are likely to have survived and so the more likely it is to have historic importance. For an asset to have a degree of rarity (whether it is a building, landscape, feature or settlement), it must have a quality that is uncommon either to the locality, district or wider region. A building for example may be of considerable age but may not necessarily be rare.

Cross Cottage is an example of a part-clay dabbin house, one of only 300 that believed to still exist on the South of the Solway. The construction method is particular to Cumbria, eighteenth century literature records that in Cumberland it was a communal method of construction, where all the able-bodied in the community gathered together to build a cottage or a barn.



Cross Cottage, Burgh by Sands

- The heritage asset dates from before 1835 (Victorian period) and survives in close to its **original** condition
- The heritage assets dates from 1835 to 1914 (Victorian/Edwardian period) and retains much of its **original** features. It is also of **sufficient quality** to distinguish it from other assets from that period in Carlisle
- The heritage asset dates from 1914 – 1919 and is a **rare** surviving wartime asset
- The heritage asset dates from 1919 – 1939 (the interwar period) and is an **outstanding** example of the style of the period
- The heritage asset dates from 1939 – 1945 and is a **rare** surviving wartime asset
- The heritage asset dates from after 1945 (post-war period) and is an asset of **exceptional quality** and design
- The heritage asset is relatively modern and is an asset of **exceptional quality** and design



Scotby Village Hall

2. Community and Social Value

A heritage asset may provide identity to a locality by reason of being a recognised landmark structure. The impact the building has and the area it impacts upon should be noted, considering important views to and from the heritage asset. A heritage asset may provide identity to a locality or a group of people by reason, not only and not necessarily because of physical presence, but also as a result of local identity, distinctiveness, social interaction and coherence.

- Heritage assets that have played an **integral** part in the development of the community's identity
- Heritage assets that link the community's **collective** memory to the 2 world wars
- Heritage assets that have made a **significant** contribution to the community's 'sense of place'
- Heritage assets that are considered to be **valuable** by the community

3. Historic and Cultural Association

An asset associated with a particular person or historic event, for example the arrival of the railways to Carlisle. This may relate to a particular landowner, commemoration, charity, religious group or other group in the past. Certain sites may be valued for associations that are based on local tradition rather than historic fact.

The surviving building occupies the site of the original 1836 passenger and goods station of the Newcastle & Carlisle Railway (N&C), which has the distinction of being the first railway to be completed (in 1838) crossing the island of Great Britain.

Recently listed this building would also have been eligible for local listing.



London Road NER Goods Depot

- Heritage assets that are **directly connected** to important national figures, organisations or events
- Heritage assets that are **directly associated** with figures, organisations or events of **significant** local interest
- Heritage assets that **represent** Carlisle's (or Cumbrian) distinctive local culture
- Heritage assets that are **important** surviving examples of Carlisle's local industries and traditions

4. Architectural Value



Pagoda Building

A building may display particularly impressive craftsmanship or decoration distinctive architectural style. It might demonstrate technological innovation or excellence. It may be associated with significant design or famous architect. Such assets help reinforce the individual sense of place and may be a physical representation of a particular type/era of architecture.

The Pagoda building, which is a distinctive post-war building at the western ends of King Street and Princess Street is a 1970's office for Olivetti by Ted Cullinan Architects, this is a distinctive 20th Century building.

- Heritage assets that are **good examples** of designs by an architect of national or local importance
- Heritage assets that are **good surviving** representative examples of a style of construction or design unique to the local area
- Heritage assets that have **won** national or local awards for their design
- Heritage asset that show are **good** examples of artistry and/or innovation

5. Townscape or Landscape Value

Rural landscape - In addition to buildings/structures and areas of historic interest, many landscapes and landscape features exist that are of historic and artistic (and sometimes archaeological) interest. Many of these sites have already been added to the Historic Environment Record (HER).

The remnants of the historic canal that ran from Port Carlisle to Carlisle could be considered of historic landscape importance



Remnants of the canal that ran from Carlisle to Port Carlisle between Loch House and Wormanby.



Townscape - "Holme" is defined as the flat land on the side of a river (in this case the Caldew), while the Denton family owned the estate, which stretched between Holme Head and the Caldew bridges. During the first half of the 19th Century and up to the 1870s, plots of land belonging to the original estate were sold off, resulting in factories and mills being established along the line of the mill race. Thus, although largely undeveloped until the middle of the century, Denton Holme was to become one of the biggest industrial areas around Carlisle.

Together with this industrial growth, there was an accompanying need for housing. Shops were established along with schools, churches and places of entertainment. Shop fronts are an important part of the public realm. Some traditional shop fronts remain in Denton Street; Pakenham's hardware shop retains its original frontage. Sadly, piecemeal and ill thought-through changes have marred many frontages.

Denton Holme continues to be, as described in 1864, "a friendly village within a city, a spot with a character of its own".

Denton Holme shop front

- Heritage assets that are a **key focal point** in the landscape (urban or rural)
- Heritage assets that collectively are designed to be part of a **significant group** such as a historic terrace, square or enclosed buildings
- Heritage assets that form a **significant landmark** from within or from outside an area
- Heritage assets that contribute **significantly** to the local character

How to check your asset of interest is not already on the National List

Historic England keep The List of nationally important assets which can be found on their website:
<https://historicengland.org.uk/listing/the-list/>

Who can nominate heritage assets?

Any person or organisation that has an interest can submit a local list nomination. The details of the person or organisation submitting an application for local listing will not be published.

If you believe that your suggested heritage asset meets any of the selection criteria, please complete the nomination form (Annex 1) and return to the Heritage Officer, Carlisle City Council.

Alternatively, an electronic nomination form can be downloaded from the City Council's website and can be submitted as an email attachment.

It is important that as much information as possible is supplied about the site, including an up to date photograph. Please try to consider how your nominations fit with one or more of the criteria listed above.

Assistance or guidance may be available for filling in the application form and or researching information to support the nomination.

What happens next?

Nominations will be assessed by an independent panel with specialist knowledge, using the established criteria. Successful nominations will be added to the draft Local List, details of which will appear on the Council website. Some applications may be deferred and more information requested or considered not suitable for inclusion on the list. (See Annex 2 for the Terms of Reference for the Local List Panel, Annex 3 for the Nomination Summary Form and Annex 4 for the Panel Scoring Sheet)

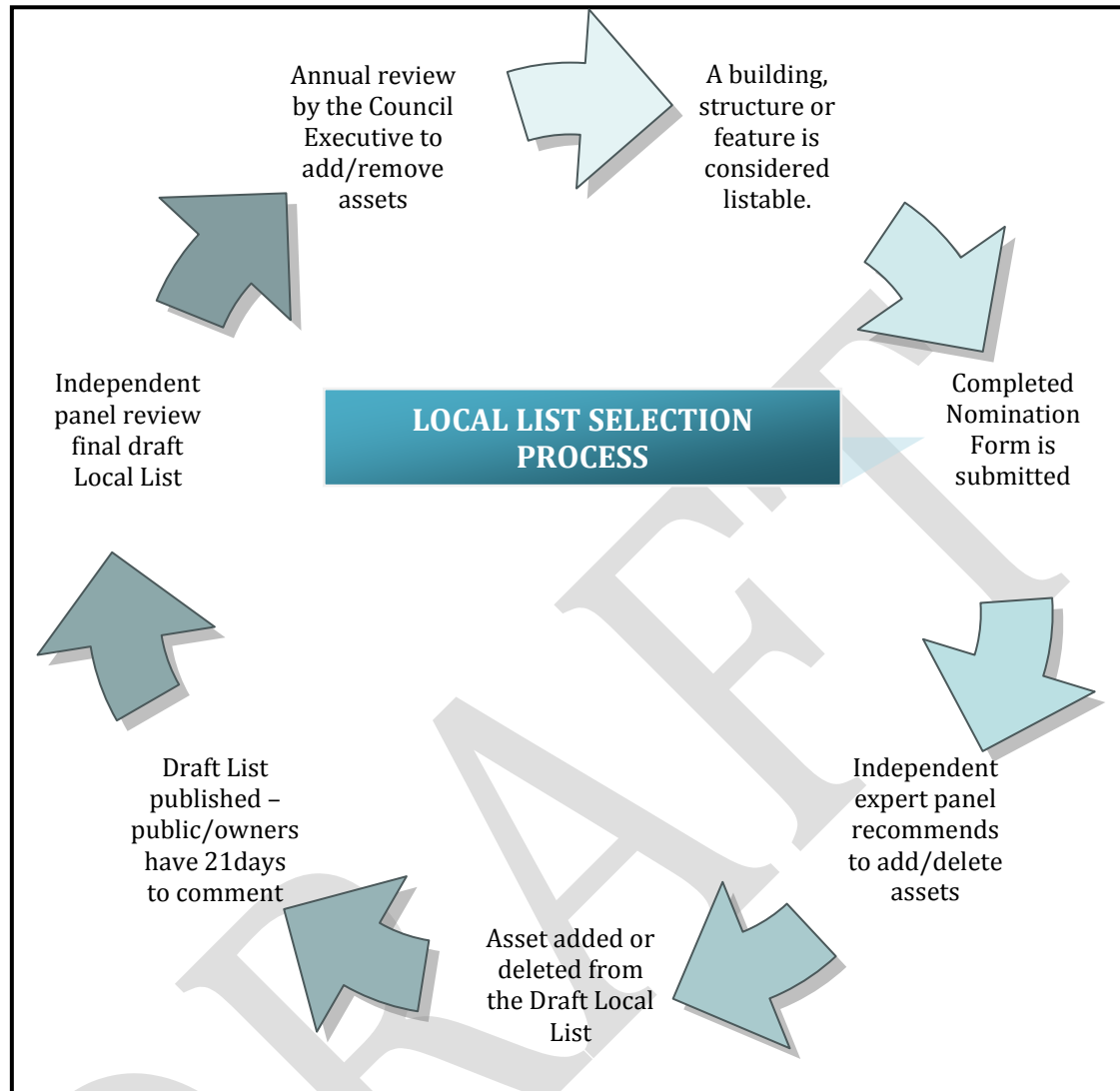
Following the publication of the draft Local List, a further public engagement will take place, with owners of the proposed heritage assets and members of the public being given a final chance to review and comment on the list. A letter will be sent to the owner of the asset to inform them of its inclusion and what impact this will have. (See Annex 5 for the template letter to the owner of the asset and Annex 6 for Frequently Asked Questions sheet that will be attached).

Owners can often provide additional valuable information which can assist with the decision about whether or not to add the structure to the List. Comments relating to the architectural or historic interest of the asset will be welcomed, whilst issues such as development potential, personal preference or privacy cannot be taken into consideration.

Comments received within the 21 day window will be taken into consideration by the Review Panel before a recommendation is made.

The Local List will be updated annually with nominations being added from the Draft List. The final decision on the Local List will rest with the City Council Executive.

Flow chart of nominations process:



Useful Resources

Conservation Areas

Conservation areas are areas of special architectural or historic interest. They are identified so we can protect them and make further improvements to their appearance.

<http://www.carlisle.gov.uk/Residents/Planning-Building-Control/Heritage-Trees-and-Conservation/Conservation-Areas>

Cumbria Archive Service

Cares for parish registers, other church records, wills, electoral registers, maps and plans, poor law records, title deeds, and photographs. The archives of many families, businesses, local authorities, solicitors, societies and schools also help form a fascinating record of all aspects of life in the county.

<http://www.cumbria.gov.uk/archives/>

Cumbria County Council online HER Resources

The Historic Environment Record (HER) is a series of linked computer databases that hold information on known archaeological sites, finds, landscapes, buildings and other aspects of the historic environment. In addition, it contains information on past research and investigations.

<http://cumbria.gov.uk/planning-environment/countryside/historic-environment/HER.asp>

EDGE Guide to the history of Carlisle

The history of Cumbria is bloody, more so than most English counties, and Carlisle has had more than its fair share of war and devastation from Roman times onwards, mainly due to its proximity to the border with Scotland.

<http://www.edgeguide.co.uk/cumbria/carlislehistory.html>

Historic Environment Register

Maintained by Cumbria County Council, the Historic Environment Record (HER) is a series of linked computer databases that hold information on known archaeological sites, finds, landscapes, buildings and other aspects of the historic environment.

<http://www.cumbria.gov.uk/planning-environment/countryside/historic-environment/her.asp>

Local History Societies

Contact details and links to websites where available

<http://www.local-history.co.uk/Groups/cumbria.html>

Old Carlisle Facebook

We are a community page dedicated to the history, heritage and people of Carlisle, Cumbria, England

<https://www.facebook.com/Old-Carlisle-125490877494060/timeline/>

Parish and community led plans

Action with Communities in Cumbria hold a Directory of Community Action Plans in Cumbria, a centralised resource enabling every Plan produced to be viewed online.

<http://www.cumbriaaction.org.uk/WhatWeDo/CommunityLedPlanning/CommunityLedPlans.aspx>

Register of listed buildings in Carlisle District

You can see the register of listed buildings in Carlisle District by using the link below. Every listed building is identified and briefly described.

<http://www.carlisle.gov.uk/Residents/Planning-Building-Control/Heritage-Trees-and-Conservation/Listed-Buildings-Structures>

Rural masterplanning

Detailed settlement profiles have been drawn up for villages in Carlisle district.

<http://newsite.carlisle.gov.uk/planning-policy/Neighbourhood-and-Rural-Planning/Rural-Master-Planning>

The List

The National Heritage List for England (NHLE) is the only official and up-to-date database of all listed and designated heritage sites.

Local List of Heritage Assets

<https://historicengland.org.uk/listing/>

Tullie House - Carlisle's Local history

The local history collection comprises a wide spectrum of material relating to the historical evolution of Carlisle and north Cumbria.

<http://www.tulliehouse.co.uk/collections/carlisles-local-history>

UK Grid Reference finder

<https://www.gridreferencefinder.com/>

Contact details

Nominations forms can be sent by email to roger.higgins@carlisle.gov.uk post to: Heritage and Urban Design Officer, Investment and Policy Team, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG.

Annex I: Nominations Form



Local List Nominations Form

**Administration
Only**
Ref No. –
Date received -

Welcome to the Nominations Form for the Local Heritage Assets List

The nomination form asks you to demonstrate how your candidate asset meets the criteria for inclusion on Carlisle's Local Heritage Assets List or Local List. The assessment criteria ensure listing a heritage asset is the most appropriate means to manage your valued feature or building.

Local Listing does not mean an asset will be preserved in its current state in perpetuity. Planning policy allows change to heritage assets that conserves or better reveals their significance or in cases where change requires their loss, the benefit to the public that they provide is replaced. The information provided in support of your nomination will help determine what forms of change might be acceptable in the future.

Please refer to the last page for advice on how to complete this form and support available within your local area. **It is important that you provide as much information as possible to assist us in our assessment of your nomination.**

Name, address and location of your candidate heritage asset (please provide a photograph and a map showing its location or on-line link):

I. WHAT IS IT? Is it one of the following?	Tick
A building or group of buildings	
A monument or site (an area of archaeological remains or a structure other than a building)	
A place (e.g. a street, park, garden or natural space)	
A landscape (an area defined by visual features or character, e.g. a city centre, village, suburb or field system)	

Local List of Heritage Assets

2. WHY IS IT INTERESTING? Is it interesting in any of the following ways?	Tick
A. Age and Rarity	
The heritage asset dates from before 1835 (Victorian period) and survives in close to its original condition	
The heritage assets dates from 1835 to 1914 (Victorian/Edwardian period) and retains much of its original features. It is also of sufficient quality to distinguish it from other assets from that period in Carlisle	
The heritage asset dates from 1914 – 1919 and is a rare surviving wartime asset	
The heritage asset dates from 1919 – 1939 (the interwar period) and is an outstanding example of the style of the period	
The heritage asset dates from 1939 – 1945 and is a rare surviving wartime asset	
The heritage asset dates from after 1945 (post-war period) and is an asset of exceptional quality and design	
Additional information:	
B. Community and Social Value	Tick
Heritage assets that have played an integral part in the development of the community's identity	
Heritage assets that link the community's collective memory to the 2 world wars	
Heritage assets that have made a significant contribution to the community's 'sense of place'	
Heritage assets that are considered to be valuable by the community	
Additional information:	
C. Historic and Cultural Association	Tick
Heritage assets that are directly connected to important national figures, organisations or events	
Heritage assets that are directly associated with figures, organisations or events of significant local interest	
Heritage assets that represent Carlisle's (or Cumbrian) distinctive local culture	
Heritage assets that are important surviving examples of Carlisle's local industries and traditions	
Additional information:	

Local List of Heritage Assets

D. Architectural Value	Tick
Heritage assets that are good examples of designs by an architect of national importance	
Heritage assets that are good examples of designs by an architect of importance to Carlisle and the local area	
Heritage assets that are good surviving representative examples of a style of construction or design unique to the local area	
Heritage assets that have won national or local awards for their design	
Heritage asset that show are good examples of artistry and/or innovation	
Additional information:	
E. Townscape or Landscape Value	
Heritage assets that are a key focal point in the landscape (urban or rural)	
Heritage assets that collectively are designed to be part of a significant group such as a historic terrace, square or enclosed buildings	
Heritage assets that form a significant landmark from within or from outside an area	
Heritage assets that contribute significantly to the local character	
Additional information:	

Do you know who the Owner is? If yes, please give name and address.

Your details/contact? N.B. This information will not be publically available

Do you wish to be notified of the Panel decision?

☐ Yes
 ☐ No
 ☐ Not applicable

Date Submitted:

June 2017

Local List of Heritage Assets

How to complete the nominations form

In answers to Questions A-E you can tick the interests, values and associations your candidate asset provides to show which you consider to be important to its significance.

It is important that you provide as much detail as possible. Pictures or photos, map of location (even if hand drawn) and additional information will be helpful to us to when identifying and assessing your nomination against the criteria. Old photographs (or on-line links to photo records) as well of current photographs will be helpful in identifying and compiling a record of your nomination.

Adding your details is optional and will be for our use only if we need further information or to provide feedback if you have requested it.

Sites and buildings in conservation areas

Conservation Areas are 'designated heritage assets' as defined by the government's planning policy and receive a higher level of protection than locally registered heritage assets, including legal restrictions on demolition and some permitted development rights. We would however welcome suggestions for local list nominations within conservation areas. This would give additional weight to assessment should these nominees become the subject of a planning application.

Support in filling in this form

If you require assistance in filling in the nominations form, the Carlisle & District Civic Trust and local history group volunteers may be available in your area to assist you in completing the form and finding out information to support your nomination. Alternatively, please contact us using the details below.

What happens next?

Once you have completed this form either send by email to roger.higgins@carlsile.gov.uk or post to:

Heritage and Urban Design Officer
Investment and Policy Team
Carlisle City Council
Civic Centre
Carlisle
CA3 8QG

Annex 2: Terms of Reference for the Local List Review Panel

1. This **Terms of Reference** provides a clear structure and outline of the commitment required as member of the independent Local List Review Panel.
2. The **purpose** of the Local Heritage List Review Panel is:
 - To assess nominations for local heritage assets and associated supporting information for the Local Heritage List before ratification by the City Council's Executive, in accordance with the Local List Guidance.
 - To review the Local Heritage List and recommend the addition or removal of assets as appropriate at regular intervals and at least once annually.
 - To Champion and support the promotion of the Local List.
3. **Membership** of the Review Panel should be drawn from the following organisations/expertise:
 - local historian
 - local architect
 - local archaeologist
 - member of the Carlisle & District Civic Trust
 - officer with knowledge of heritage and urban design
 - officer with knowledge of planning
 - officer with knowledge of community engagement
 - community organisations

The length of service of members of the Review Panel shall be at the discretion of the nominating bodies.

4. **Specialist or Local Advice** may exceptionally be sought when assessing a particular asset. The Review Panel may co-opt an additional member with appropriate qualifications either on a permanent or temporary basis.

5. **Assessment of Local Heritage Assets.**

5.1 Nominations will be assessed against the terms of the published criteria for inclusion in the Local List. Where a nominated asset meets one or more of the criteria it will be included in the draft Local List. An officer may decide that supporting information is incorrect, incomplete or lacking, further justification may be sought from the person making the nomination. The significance of a nominated asset may require to be measured, for example, against archaeological criteria.

5.2 Comments on the inclusion of an asset may be lodged by an owner or member of the public on the basis of evidence that it fails to meet the information submitted in support of the nomination; or that it fails to meet any of the selection criteria. The presumption in favour of adopting an asset should remain unless it meets either of these conditions.

5.3 A nominated asset which is already protected through inclusion in the Statutory List of Buildings of Special Architectural or Historic Interest, as a Scheduled Ancient Monument or as a Registered Park or Garden will not be added to the Local Heritage List.

Local List of Heritage Assets

6. Local Heritage List Review Panel Practice and Procedures

6.1 The Review Panel will meet at regular intervals, as required, and at least once annually. The review Panel will have no more than 12 members. Voting on nominations will only be possible if the meeting is quorate. A meeting is quorate if five members are present.

6.2 All meetings will be minuted and agendas will be published on the Council's website two weeks in advance. Minutes will be published on the Council's website no more than two weeks after a meeting.

6.3 Following each meeting, as new nominations come forward, the Review Panel will prepare a report for Council Executive that will include: a list of local heritage assets that are recommended to be added or removed from the Local Heritage List; the criteria that may or may not apply; comments received through public consultation and the Review Panel's response to consultation comments. Nominees and owners will have an opportunity to address the Review Panel in writing, as appropriate, during the decision making process. A member of the Review Panel will have the opportunity to address the Council Executive in writing regarding nominations for inclusion and removal from the Local List.

6.4 It is recommended that the Chair should be appointed by Review Panel members and this should be reviewed annually. Encouragement should be given to rotating the Chair annually.

6.5 Review Panel Terms of Reference and Practice and Procedures should be reviewed at regular intervals.

Annex 3: Nomination Summary Form

<p style="text-align: center;">Carlisle City Council</p> <p style="text-align: center;">LOCAL LIST OF NON-DESIGNATED HERITAGE ASSETS</p> <p style="text-align: center;">NOMINATION FORM</p>	
<p>Please provide one or more photographs (print here or identify loose photographs)</p>	<p>Please provide any historical evidence or reference data:</p>
<p>Name of building, structure or feature (if any)</p> <p>Address/Location</p> <p>Present use (if any)</p> <p>OS Grid Reference (if address unknown)</p> <p>Reasons for nomination (please include at least one of the defined Criteria for Selection)</p> <p>.....</p> <p>.....</p> <p style="text-align: right;">(PTO)</p>	

Local List of Heritage Assets

Nominated by: _____	
Address: _____	
Telephone No: _____	
E-mail address: _____	
LOCAL LIST PANEL ASSESSMENT (<i>Office use only please</i>)	
REF No	_____
Visited or reviewed by: _____	Date: _____
Principal Criteria _____	
Secondary Criteria _____	
Comments _____	
(Tick one) <input type="checkbox"/> Recommended for inclusion <input type="checkbox"/> Not recommended <input type="checkbox"/> Undecided	
CARLISLE CITY COUNCIL DECISION (<i>Office use only please</i>)	
Comments: _____	
(Tick one) <input type="checkbox"/> Accepted for inclusion <input type="checkbox"/> Not accepted	
Name: _____	Date _____
Position: _____	

Annex 4: Panel Scoring Sheet

NOMINATION ASSESSMENT	Tick / Rank 4- most important / 1 - least important			
Name and location of your candidate heritage asset:				
1. Age and Rarity				
<ul style="list-style-type: none"> The heritage asset dates from before 1835 (Victorian period) and survives in close to its original condition 				
<ul style="list-style-type: none"> The heritage assets dates from 1835 to 1914 (Victorian/Edwardian period) and retains much of its original features. It is also of sufficient quality to distinguish it from other assets from that period in Carlisle 				
<ul style="list-style-type: none"> The heritage asset dates from 1914 – 1919 and is a rare surviving wartime asset 				
<ul style="list-style-type: none"> The heritage asset dates from 1919 – 1939 (the interwar period) and is an outstanding example of the style of the period 				
<ul style="list-style-type: none"> The heritage asset dates from 1939 – 1945 and is a rare surviving wartime asset 				
<ul style="list-style-type: none"> The heritage asset dates from after 1945 (post-war period) and is an asset of exceptional quality and design 				
<ul style="list-style-type: none"> The heritage asset is relatively modern and is an asset of exceptional quality and design 				
2. Community and Social Value				
<ul style="list-style-type: none"> Heritage assets that have played an integral part in the development of the community's identity 				
<ul style="list-style-type: none"> Heritage assets that link the community's collective memory to the 2 world wars 				
<ul style="list-style-type: none"> Heritage assets that have made a significant contribution to the community's 'sense of place' 				
<ul style="list-style-type: none"> Heritage assets that are considered to be valuable by the community 				
3. Historic and Cultural Association				
<ul style="list-style-type: none"> Heritage assets that are directly connected to important national figures, organisations or events 				

Local List of Heritage Assets

<ul style="list-style-type: none"> Heritage assets that are directly associated with figures, organisations or events of significant local interest 				
<ul style="list-style-type: none"> Heritage assets that represent Carlisle's (or Cumbrian) distinctive local culture 				
<ul style="list-style-type: none"> Heritage assets that are important surviving examples of Carlisle's local industries and traditions 				
4. Architectural Value				
<ul style="list-style-type: none"> Heritage assets that are good examples of designs by an architect of national or local importance 				
<ul style="list-style-type: none"> Heritage assets that are good surviving representative examples of a style of construction or design unique to the local area 				
<ul style="list-style-type: none"> Heritage assets that have won national or local awards for their design 				
<ul style="list-style-type: none"> Heritage asset that show are good examples of artistry and/or innovation 				
5. Townscape or Landscape Value				
<ul style="list-style-type: none"> Heritage assets that are a key focal point in the landscape (urban or rural) 				
<ul style="list-style-type: none"> Heritage assets that collectively are designed to be part of a significant group such as a historic terrace, square or enclosed buildings 				
<ul style="list-style-type: none"> Heritage assets that form a significant landmark from within or from outside an area 				
<ul style="list-style-type: none"> Heritage assets that contribute significantly to the local character 				
GENERAL COMMENTS:				
TOTAL SCORE:				
Name of assessor:				
Date:				

Annex 5: Template Letter to the owner of the asset

CONSULTATION LETTER

Address

Dear **Name if known or Owner/Occupier**,

LOCAL LIST OF HERITAGE ASSETS IN THE CARLISLE CITY COUNCIL AREA:

Insert Name of asset.....

The purpose of this letter is to bring to your attention that due to the heritage and community value of **[insert asset name]** we are considering whether it should be included in Carlisle's Local List of Heritage Assets.

I am writing to you as we understand that you are the owner of the above asset. If this is not the case, we would appreciate it if either you could please pass this letter on to the appropriate person, or let us know who to contact. If you do not know who owns the structure, I would be grateful if you could let us know.

Carlisle City Council as Local Planning Authority is working with local people to identify and compile a Local List of buildings and structures (Heritage Assets) that may not be of sufficient importance to be nationally listed (a Listed Building), but which nevertheless make a contribution to the special character of the area. Many local Council's across the country already have a list of locally important Heritage Assets and Historic England have issued guidance on good practice for local listing. Attached to this letter are frequently asked questions that will provide you with the significance of the Local List.

We consider this asset to be suitable for addition to the Local List because.....

Brief description/statement of significance from table for each structure here please

The inclusion of this asset to our Local List would not increase any Planning controls that already apply to it, but is aimed at raising awareness of its contribution to the special character to area and to help the Authority when making decisions about planning applications. The Local List is linked to policies in the Local Plan and will therefore be taken into account when development proposals which impact on the significance of the asset are being considered.

A Heritage Asset included on the Local List will not make it more accessible to the general public than it is already. No access is required to the interior of the structure and if required the Heritage Officer will carry out all surveys and photographs from public land, unless permission for closer inspection is given by the owner.

We are consulting all owners of assets being considered for Local Listing as part of the assessment process. Owners can often provide additional valuable information which can assist with the decision about whether or not to add the structure to the List. However, we ask that your comments relate to the architectural or historic interest of the asset, as issues such as development potential, personal preference or privacy cannot be taken into consideration.

If you would like to make any comments about the inclusion of this structure in the Local List, please send them to the above address within 21 days of the date of this letter, so that they can be taken into consideration by the Review Panel before a recommendation is made.

In the meantime, if you have any questions about this, please email me or if your prefer fill in the attached response form.

Yours sincerely,

Annex 6: Frequently Asked Questions

What is a locally listed asset?

A heritage asset can be a building, monument, structure, townscape or landscape that is of heritage value.

A locally listed building is a building or other structure which is deemed to be of local architectural or historic interest and is included on the Local List drawn up by the Council. It is a local designation and completely separate from national listing which is undertaken by the government.

Why have a 'Local List'?

Over the last few years Central Government has been putting growing emphasis on the need to promote 'local distinctiveness'. Local communities are increasingly being asked to highlight what they consider to be important within their familiar environment. Intensive development pressures have highlighted the need to maintain and protect our local natural and built environment. Whilst those buildings and structures which are of national importance are identified as Listed Buildings, we all know of those local buildings which help to define the areas where we live and work. These buildings make a contribution to the character and historical legacy of the areas in which they are located. Further, they contribute to the local scene or are valued for their local historical associations.

Will buildings on the 'Local List' receive any additional statutory protection?

The 'Local List' is a 'non-statutory' designation. Buildings on the list will not be subject to new or additional controls. The existing planning controls over changes of use, external alterations, extensions etc. will continue to apply and will remain unchanged. Where permission is required for works, the council will ensure that any proposal respects the building.

If no additional controls are involved what does the 'Local List' aim to achieve?

Much can be done to help protect the character of locally important buildings by raising their 'profile', without the need for extra controls. The 'Local list' initiative is aimed at:

- ensuring that these buildings enjoy the recognition which they deserve
- raising public awareness of the importance of these buildings to the local environment
- encouraging owners to protect and maintain the character of such buildings
- ensuring that planners, architects, builders, and others concerned with development proposals are aware of the need to give special attention to such buildings.

Do I need additional consents to carry out works to a locally listed building?

No, there are no additional planning controls; normal planning regulations apply. You may therefore need to apply for Planning Permission for some works. This can be discussed in more detail with the Councils 'Duty Planner'.

What planning policies apply to locally listed buildings?

Local Plan Policy HE6 – Locally Important Heritage Assets

Throughout Carlisle District there are a number of buildings and structures of historic and architectural significance that, whilst not statutorily protected, help create the locally distinctive character of the area. The Council recognises the positive contribution these structures make to streetscape and/or landscape and will therefore designate such assets through the Local List to strengthen the presumption in favour of their retention when considering development proposals.

Development which would remove, harm or undermine the significance of a locally listed asset, or its contribution to the

Local List of Heritage Assets

character of the area, will only be permitted where robust evidence can demonstrate that the public benefits of the development would clearly outweigh the harm.

A number of buildings on the Local List have also been included on the basis that together, and sometimes alongside statutory listed heritage assets, they make a particularly strong and positive contribution to the 'townscape' character of an area. These 'key townscape frontages' are identified on the Policies Map. Development proposals which would erode the significance of these frontages will be resisted.

Only in exceptional circumstances will the loss of a locally listed asset be permitted. Where this is the case the following may be required:

- 1. an appropriate level of survey and recording which may also include archaeological excavation;*
- 2. provision of replacement buildings of comparable quality and design; and*
- 3. the salvage and reuse within the replacement development of special features.*

Does this mean that I won't be able to alter my property?

No. if you plan on undertaking works to your property that require planning permission, *Local Plan Policy SP6 Securing Good Design* applies. This requires any work to preserve the appearance and setting of the property.

What should I do if I believe that a property should be included to the list?

If you believe that a property should be included on the list, please contact the Conservation Officer.

What is the difference between Statutory and Local Lists?

Locally listed Buildings are recognised by the Council and are not graded. They are not protected by law unless they are in a conservation area.

In contrast, buildings on the statutory list are selected by the Secretary of State with the guidance of Historic England. They are graded on their importance (Grade I, II* and II). They are protected by law and listed building consent must be sought before extending, altering or demolishing such a property.

Where can I find the list of buildings or structures that are included?

The draft and approved Local List are located on Carlisle City Council website under Planning & Building Control.